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## Applying for a Site Plan Review

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A permitted use is any specific land use that is allowed within a zoning district subject to the restrictions applicable to that zone.

### OVERVIEW

A site plan is an illustration from a “birds-eye view” of a development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including, vegetation, drainage, flood plain, wetlands and waterways; landscaping and open space; walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; buffers, and screening devices; surrounding development; and any other information that reasonably may be acquired in order that an informed decision can be made by the City.

The site plan review process is designed to ensure that any proposed development or land use will comply with current city ordinances as well as the goals and objectives stated within the Murray City General Plan.

### Submittal Deadline:

Application for a site plan review must be submitted to the Murray City Community Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the planning commission. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

- **Take Note.** If there is an existing building on the property that is proposed to be demolished or remodeled, and the building is over 50 years old, it may require review by the Historic Preservation Board. Please contact Mary Ann Kirk at (801) 264-2638 for additional information.

### Meeting Dates:

Who?	Planning & Zoning Commission
When?	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

**Application Fee (non-refundable):**

- ☐ Site plan review fee: \$200.00

**Application Process:**

**Step 1. Contact the Planning Department.** Meet informally with a member of the planning department staff to discuss your proposal and review the issues, procedures and fees associated with the application.

**Step 2. Submit Application:** For all site plan review applications please submit the following information:

- ☐ Completed site plan review application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- ☐ Payment of application fee.
- ☐ Three (3) copies of a legible site plan proposal. The site plan should include the following information:
  - ☐ Include the project name and exact street address.
  - ☐ Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
  - ☐ Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
  - ☐ Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
- ☐ Three (3) copies of floor plans. Include both existing and proposed floor plans. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
- ☐ Three (3) copies of building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Indicate the scale (i.e. 1/8"-1', 1/4"=1', etc.) used on the elevation.
- ☐ Three (3) copies of a preliminary landscape plan. These must include:
  - ☐ Areas to be planted in lawn;
  - ☐ Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;
  - ☐ Areas to be planted in shrubs;
  - ☐ Areas to be planted as flower beds or with living ground covers;

- Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
- Ten (10) feet of landscaping is required along all forntage areas not occupied by drive access.
- Submit one (1) reduced 8 1/2 x 11 inch copy of all development plans.  
\*All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

**Step 3. Attend the Planning Review Meeting.** The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

**Step 4. Attend Planning Commission Meeting.** The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. An application may be “tabled” or “continued” if the Planning Commission needs additional information or time to consider the application. The Planning Commission will then make a motion to approve or deny the request.

#### **Appeal of Planning Commission Decision:**

Anyone aggrieved with a decision of the Planning Commission may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an effected resident, or even the City itself. Appeals must be in writing and received by the Community Development Department within thirty (30) days of the Commission’s decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

# SITE PLAN APPLICATION

**Type of Application (check all that apply):**

- ☐ **New Construction**
- ☐ **Addition**
- ☐ **Remodel**

Subject Property Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area: \_\_\_\_\_ Current Use: \_\_\_\_\_

Floor Area: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Property Owner's Name (If different): \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Describe your request in detail (use additional page if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owners Affidavit

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_

### Agent Authorization

I (we), \_\_\_\_\_, the owner(s) of the real property located at

\_\_\_\_\_, in Murray City, Utah, do hereby appoint

\_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

\_\_\_\_\_ to appear on my (our) behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
Notary public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_